

**Riverside Cemetery District
Board Policy**

BUDGET PLANNING AND PREPARATION

Policy 52

Budget planning and preparation in this district will be an integral part of business of the Board so that the annual operating budget may effectively express and implement all projects and activities of the district. Budget planning and preparation will be a year-round process involving board members and employees throughout each fiscal year.

The Board Treasurer, working with the Office Manager and Sexton, will have responsibility for budget preparation and presentation of a preliminary budget annually.

The annual budget should demonstrate how district finances will meet the needs and desires of the district.

The board will give careful consideration to budget requests, review allocations for fairness and for their consistency to provide cemetery services.

Adopted: 11/9/2004